

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3420

**TITLE:** LIBRARIAN III

**GRADE:** S-24

**DEFINITION:**

Under direction, to perform responsible professional library work as the head librarian of a community branch library or assistant head librarian in a regional facility; to supervise other professionals performing responsible technical activities; and to do related work as required.

**DISTINGUISHING CHARACTERISTIC:**

Significant supervisory responsibility over subordinate professional librarians is a major characteristic of the Librarian III class.

**TYPICAL TASKS:**

Plans, organizes and directs the services and activities of a community branch library;  
Develops and implements branch goals, annual budget, collection development and community relations programs;  
Identifies staff development needs and directs in-branch training programs;  
Assigns, supervises and schedules activities of subordinate staff;  
Evaluates and counsels employees;  
Interviews and selects subordinate staff;  
Interprets Library policy to staff and general public;  
Insures maintenance of facility;  
Advises and confers with regional manager on problems, workload requirements, allocation of staff, etc.;  
Assists regional manager in identification and development of long-range goals;  
Prepares monthly statistics and special reports;  
Prepares reports on problems and recommends solutions;  
Serves as assistant head librarian of a regional facility and acts in his/her absence;  
Coordinates information services and training for regional staff;  
Assists regional librarian in planning and scheduling workloads and in the establishment, implementation and review of policies and procedures;  
Assigns and supervises the technical work of professional and non-professional staff in a large technical unit;  
Supervises and participates in the cataloging of all materials, determining priorities and assigning workloads;  
Acts for Program Coordinator in his/her absence;  
Advises and instructs staff on technical policies and techniques.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of administration and professional library science;  
Knowledge of reference sources and material;  
Knowledge of statistics and budget preparation;

Ability to plan and schedule workloads;  
Ability to direct and supervise subordinate personnel;  
Ability to set goals and objectives;  
Ability to promote interest in library services;  
Ability to speak and write effectively;  
Ability to prepare a variety of reports;  
Ability to establish and maintain effective working relationships with professional and clerical staff and with the general public.

**EMPLOYMENT STANDARDS:**

Graduation from college with a Master's degree from an accredited library school and two years of professional library experience, including one year in a supervisory capacity.

**NECESSARY SPECIAL REQUIREMENT:**

Possession of a certificate issued by the Virginia State Board for Certification of Librarians.

REVISED: October 25, 1982